

Additional Services

- ◆ [Reporting Office](#)
 - ◆ [Training Resources](#)
 - ◆ [Office of Sentinel Laboratory Emergency Preparedness](#)
 - ◆ [Biosafety Resources](#)
 - ◆ [Packaging and Shipping Category B Substances to the State Laboratories](#)
- [Quick Guide](#)



Reporting Office

(615) 262-6313

The results of all examinations performed in the microbiology laboratories are reported through this office on a daily basis. Reports are confidential and are released to the submitting physician or his assignee. Surveillance for reportable diseases is maintained by forwarding appropriate reportable disease information to the Tennessee Department of Health Communicable and Environmental Disease Services (CEDS). Results of reportable diseases are also reported to the health department of the county where the patient lives.

The reports are kept on file for two years and then destroyed. The exceptions are:

Reports	Retention
Water samples (environmental microbiology)	Five years
Foodborne outbreaks	Indefinitely
Rabies virus (Positive only)	Indefinitely



Training Resources

615-262-6338

Mailing Address:

Tennessee Department of Health
Division of Laboratory Services
Training Resources
630 Hart Lane
Nashville, Tennessee 37243-1404

Alternate Communication:

Phone: 615-262-6338
Fax: 615-262-6360
E-mail: Stephanie.Poindexter@tn.gov

General Training Activities

The Training Section coordinates and conducts activities developed in response to comments from the general laboratory community, requests from environmental program areas, current information about emerging diseases and technologies and suggestions gathered through formal training needs assessments.

Workshops and seminars are developed in the technical areas of microbiology, chemistry and biology. Also presented are seminars on management, quality assurance and safety. Workshops are announced by e-mail, notices in the laboratory newsletter and on the Internet at <http://tn.gov/health/article/lab-education>

The Training Section maintains the information and bulletins on the Department of Health Division of Laboratory Services web page. The web page contains current and archived newsletters, featured topics such as food recalls and bulletins related to public health alerts and both a downloadable and hyperlinked versions of the Directory of Services.

The TDH Division of Laboratory Services Newsletter is sent to laboratories and other interested individuals throughout the state and to public health laboratories in all states and territories in the union. The newsletter is an extension of the consultative and informational functions of the state laboratory rather than a technical publication. Announcements of changes in available tests, new technologies, upcoming training opportunities and other information relevant to laboratory practice are included.



Sentinel Laboratory Emergency Preparedness

615-262-6496

Mailing Address:

Tennessee Department of Health
Division of Laboratory Services
Sentinel Laboratory Emergency Preparedness
630 Hart Lane
Nashville, Tennessee 37243-1404

Alternate Communication:

Phone: 615-262-6496
Fax: 615-262-6360
E-mail: Russell.Bowden@tn.gov

The Sentinel Laboratory Emergency Preparedness Section (SLEPS) builds and maintains relationships with the Laboratory Response Network Sentinel Laboratories including hospital, private clinical laboratories, agriculture and veterinary laboratories. We facilitate educational opportunities that assist laboratories in the enhancement of their staff's expertise level in quickly identifying potential select agents, such as *Bacillus anthracis*, *Brucella* species, *Burkholderia mallei* and *B. pseudomallei*, *Francisella tularensis*, and *Yersinia pestis*.

The SLEPS Coordinator notifies sentinel laboratories of emergency information, general updates and training opportunities. Emergency information is communicated rapidly by e-mail, fax and through the Tennessee Health Alert Network (THAN). Sentinel laboratories may also be involved in regional public health exercises and communication drills.

The Tennessee Department of Health (TDH) Division of Laboratory Services and the Sentinel Laboratory Preparedness/ Bioterrorism sections sponsor the following activities:

- Communication Drills
- Communication LIVE Alerts
- HAZMAT Suspicious Sample Collection Kit Training and Refresher Workshops
- Laboratory Preparedness Exercises offered by CAP (LPX A/B)
- Laboratory Response Network (LRN) Summer Workshops
- Packaging and Shipping Courses
- Plan of Action (POA) Workshops – Wet Workshop
- THAN enrollment for Sentinel Laboratories
- Training aids that supplement the LRN Sentinel Laboratory Guidelines



Biosafety Resources

615-262-6318

Mailing Address:

Tennessee Department of Health
Division of Laboratory Services
Biosafety Resources
630 Hart Lane
Nashville, Tennessee 37243-1404

Alternate Communication:

Phone: 615-262-6318
Fax: 615-262-6360
E-mail: Rolinda.Eddings@tn.gov

Successful establishment of a **Culture of Safety** requires that laboratory safety become an integral and apparent priority to the organization, embraced first and foremost by the top management and with the infrastructure support required to foster behaviors among its employees. As required by the Clinical Laboratory Improvement Amendments, the College of American Pathologists, and other accrediting agencies, a laboratory director needs to assume the responsibility for:

- Establishing and enforcing a policy for a culture of safety within the lab.
- Identifying as many hazards as possible and specifying practices and procedures that will eliminate those hazards.
- Ensuring that all personnel are instructed in and engaged in performing risk assessments and demonstrating that they can identify laboratory hazards in their individual work environments.
- Ensuring that all personnel are trained and competent in the standard practices and techniques that minimize identified workplace hazards.
- Provide an avenue for personnel to identify hazards and present risk-mitigation strategies to the management.
- Educate clinicians and nurses regarding safe specimen procurement and transport to ensure their safety and that of the laboratory personnel who receive the clinical specimens.

Your state public health laboratory is available to assist with biosafety guidance and support, especially in regards to risk assessment in the clinical diagnostic laboratory.



Quick Guide for Packaging and Labeling Category B Biological Substances

Use only an UN Certified 6.2 Mailing System Labeled UN3373. Some of these packing systems come already marked with the label and some would need the label added; however the system includes an outer rigid package or mailing container that meets drop and crush resistance standards.



Packing Instructions:

1. The mailing system should consist of **three** containers:
 - Primary receptacle (ex. blood collection tube, screw cap vial, etc.)
 - Secondary container (inner mailing container – **leak proof**)
 - Outer mailing container (rigid outer packaging – **UN certified**)
2. Wrap the primary receptacle with a cushioning and absorbent packing material. There must be enough absorbent material to contain the entire liquid contents if the primary receptacle is broken. Specimens should be packed securely but not so tightly as to be difficult to remove from the container.
3. Place the specimen into the secondary container. Ensure that secondary container lid has a gasket or ring-seal before securely placing on the secondary container. If the secondary container is a bag it must be sealed and leak proof.
4. Place a **BIOHAZARD LABEL** on the outside of the **SECONDARY** container. This is required by OSHA. **DO NOT** place this label on the **OUTER** container. The package may be **REJECTED** if the biohazard label is on the outer container.
5. Place the secondary container in the outer mailing container.
6. If cold packs are needed, place them around the specimen. Do not use wet ice.
7. Place the requisition or accompanying documents into a plastic zip-lock bag.
8. Close the outer mailing container, following the manufacturer's instructions.
9. Place a **UN3373, Biological Substance, Category B** label on the outer mailing container unless it has been preprinted on the box.
10. Write the return address along with the name and telephone number (business hours) of a responsible person on the outer container.
11. Below the return mailing address write the consignee address on the outside of the outer mailing container.